

Detailed Instructions for Report Filing

Preparation for Filing Annual Reports

You will find it helpful to have a list of your pooled (IOLTA) Trust Accounts, with bank names and account numbers, before you begin the process of submitting your annual reports. If you have not maintained your CLE transcript during the year, you will find it helpful to have a list of the CLE events you attended during the year, with activity numbers if possible.

Payment of Fees

Fees associated with your reports are payable at the time a report is submitted. The Professional Regulation Online Access site uses the US Bank payment engine, which will accept payment by Mastercard, Visa, Discover card, or e*Check. You will need to have your credit card information available if you want to pay by credit card. You will need to have your bank routing number and bank account number available if you want to pay by e*Check. Your email address will be collected as part of the payment process, and a confirmation of payment will be emailed to the address you provide.

If You Need Help...

Assistance is available during normal business hours (Monday - Friday, 8:00 a.m. - 4:30 p.m.) at the Office of Professional Regulation, 515-725-8029.

Logging In

Near the top left corner of the front page, you will see two windows labeled "Username/Account ID" and "Password." Type your user name and password in the appropriate windows, and then click the [Login] logo directly under the Password window.

The very first time you log in, you will be shown the Enterprise Authentication and Authorization (A&A) page described below.

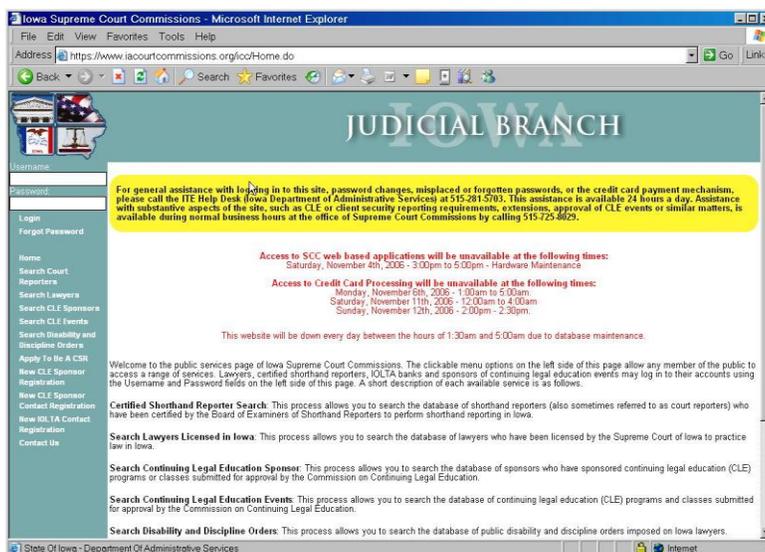
***Tip:** These entries are extremely case-sensitive.

Enterprise Authentication and Authorization (A&A)

The first time you access the Professional Regulation Online Site, you will be directed to the Enterprise Authentication & Authorization system to set up your Identity Baseline.

Setting up your Identity Baseline provides you the ability to reset your password if you should forget it in the future.

***Tip:** When done setting up your Identity Baseline, you must log completely out of this A&A utility and perform a fresh login to the CLE and Client Security reporting site: <http://www.iacourtcommissions.org>.



A complete tutorial on use of the professional regulation web site is available at the web page: http://www.iowacourts.gov/Professional_Regulation/Forms_and_Tutorials/

Filing Reports and Paying Fees

After setting up your Identity Baseline, you will be able to access your personal menu page entitled "My Account Page for Lawyer" by logging in (see above) at <http://www.iacourtcommissions.org> with your user name and password.

From your My Account Page, you will be able to:

- Update your personal information
- Maintain your CLE transcript
- Submit CLE events for accreditation
- Request an extension of time to complete your CLE requirement
- Apply for a Certificate of Exemption
- File your CLE report and pay your annual fee
- File your Client Security report and pay your annual fee

My Account Page for Lawyer

PAUL H. WIECK II
Click box below to perform the task.

General Functions	CLE Functions
Maintain Personal Information	Maintain CLE Transcript
Apply for Certificate of Exemption	Submit Annual CLE Report
Request Reinstatement Instructions	Submit CLE Program
Review Payment History	Review Submitted CLE Programs
View Compliance History	View Prior Annual CLE Reports
	File for Regular CLE Extension

Client Security Functions	Field Of Practice Functions
Submit Annual Client Security Report	Submit Rule 41.9 Report
View Prior Annual Client Security Reports	View Prior Rule 41.9 Reports
	File for Rule 41.9 Extension

Your Annual CLE Report

Before you begin the process of filing your annual CLE report, you should:

- 1) add all of your CLE attendance information for the year to the transcript utility and save the information there;
- 2) review your personal information for accuracy; and
- 3) have your Visa, Mastercard, Discover card, or e*Check information available to pay the filing fees.

To start the process of filing your annual CLE report, click on the menu item [Submit Annual CLE Report] under the CLE Functions heading.

You will be shown a screen similar to the one on the right. You can update the personal information, or update the transcript of CLE events, by clicking the appropriate button at the bottom of the page.

Step 1 - Submit Annual Continuing Legal Education Report

Please review the following information and click "Continue":

Name: PAUL H. WIECK II
 Firm Name: IOWA SUPREME COURT COMMISSIONS
 Position: EXECUTIVE DIRECTOR
 Commission ID: [blank]
 SSN: [blank]

Business Address:

Address 1: Judicial Branch Building
 Address 2: 1111 East Court Avenue
 Address 3: [blank]
 Country: United States
 City: Des Moines
 State: Iowa
 Province: [blank]
 Zip/Postal Code: 50325 -
 Business Phone: (515) 725-8029
 Business Fax: (515) 725-8032

Home Address:

Address 1: [blank]
 Address 2: [blank]
 Address 3: [blank]
 Country: United States
 City: Des Moines
 State: Iowa
 Province: [blank]
 Zip/Postal Code: [blank]
 Home Phone: [blank]
 Home Fax: [blank]
 Resident County: Polk

Legal Education Attended:

Activity #	Sponsor	Course Title	Start Date	End Date	City	Class Type	CLE Ethics	Total Hours
29827	MN CLE	14TH ANNUAL AGRICULTURAL & RURAL LAW INSTITUTE	04/01/2005	04/01/2005	Chanhassee	Standard (vs)	0	0
33077	STERLING EDUCATION SERVICES	BANKRUPTCY ABUSE PREVENTION & CONSUMER PROTECTION ACT OF 2005	06/29/2005	09/29/2005	Omaha	Standard (vs)	0	0
33532	IOWA STATE BAR ASSOCIATION	COMMERCIAL BANKRUPTCY SEMINAR	06/20/2005	09/30/2005	Des Moines	Standard (vs)	7	1
33241	AMERICAN AGRICULTURAL LAW ASSOCIATION	26TH ANNUAL AGRICULTURAL LAW SYMPOSIUM	10/07/2005	10/08/2005	Kansas City	Standard (vs)	13.75	1

Activity Summary:

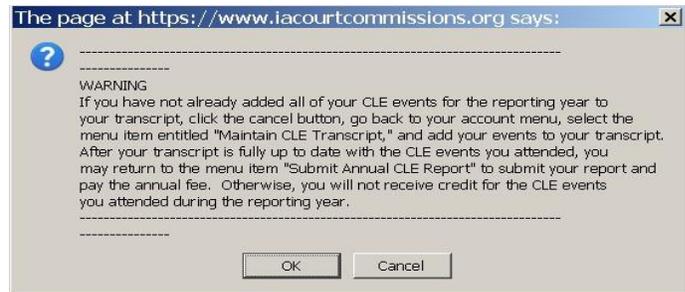
2005 Continuing Legal Education Hours Attended: 32.75¹ 2004 Legal Ethics Hours Attended: 10.25²
 2004 Hours Carried Forward: 26.75 2005 Legal Ethics Hours Attended: 2.0³

Total Continuing Legal Education Hours: 61.5
 Less 2005 Requirement (not applicable to 2005 Bar Admittance): 15.0
 Continuing Legal Education Hours Carried Forward: 30.0
 (Not to exceed 30.0 hours)

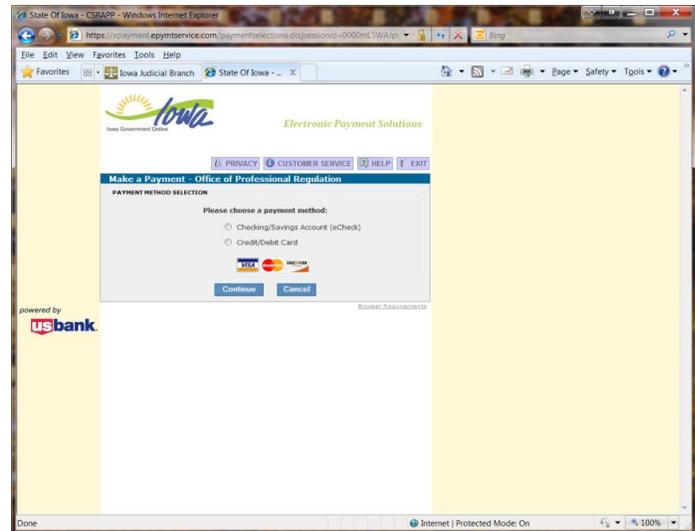
¹Maximum 6.0 hours of "Webcast or eLearning" activities can be accepted.

²During the two year period from January 1, 2004 to December 31, 2005, a minimum of 2.0 hours of activities attended must be devoted exclusively to the area of legal ethics.

After you have performed any necessary updates, begin the Submit Annual CLE Report process again and click the [Submit] button to submit the report to the Commission on CLE. You will see the reminder screen shown at the right. If you are satisfied that your transcript is complete, click on [OK] to continue.



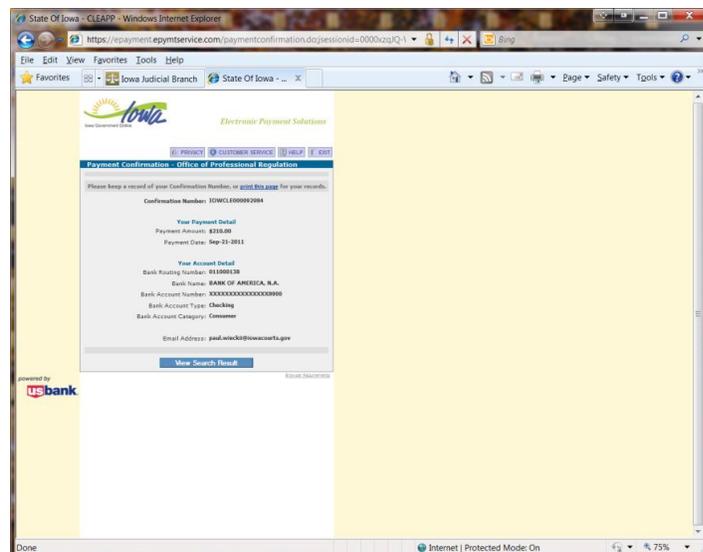
Once you have submitted the report, you will see the payment screen, which you will use to pay your fees for the year. Those fees will include the annual fee, plus a late fee if you are filing the report after the due date. You have the option of paying your fees by credit card or by e*Check. Select the method you want to use by selecting the appropriate button, and then clicking on the "Continue" button.



You then will be guided through the payment screens for the method you selected. The Professional Regulation Online Access site uses the US Bank payment engine, which will accept payment by Mastercard, Visa, Discover card, or E*check. You will need to have your credit card information available if you want to pay by credit card. You will need to have your bank routing number and bank account number available if you want to pay by e*Check. Your email address will be collected as part of the payment process, and a confirmation of payment will be emailed to the address you provide.

At the conclusion of the payment process, you will be shown a payment confirmation screen, which you may print to preserve a paper confirmation of your payment.

***Tip:** Click the underlined text print this page to print a version formatted for printing.



Your Annual Client Security Report

Before you begin the process of filing your annual Client Security report, you should:

- 1) review your personal information for accuracy;
- 2) have your Visa, Mastercard, Discover card, or e*Check information available to pay the filing fees; and
- 3) Have available a list of your pooled (IOLTA) trust accounts, with bank names and account numbers.

To start this process, click on the menu item [Submit Annual Client Security Report] under the Client Security Functions heading.

You will see an explanation page similar to the one shown to the right. After you have read and understood this explanation, click [Continue] to proceed to Step 1 of the report submission process.

You will be shown a screen similar to the one on the right, which displays your current personal information and your fees payable for the reporting year based on your current status. You will want to review your Client Security status in addition to the other personal information.

After you have performed any necessary updates, you may need to begin the Submit Annual Client Security Report process again, review this page again, and then click the [Continue] button to proceed to the next step of the submission process.

Note: The annual disciplinary fee is payable every year by any active lawyer except judges and persons serving on full-time military duty.

The fee and assessment block also shows the total assessments you have paid into the Client Security Trust Fund during your career as an Iowa lawyer. If an assessment for the Client Security Trust Fund is payable, it will be listed and included in the total amount due. In most filing years, lawyers who have paid in a lifetime total of \$200 or more will not have an assessment to pay for the Client Security Trust Fund. Lawyers who have not yet paid in a lifetime total of \$200 generally will have an assessment payable to the Client Security Trust Fund, in addition to the annual disciplinary fee. If the Client Security Trust Fund balance declines to the point that it warrants a special assessment, all lawyers except full-time military personnel will have a special assessment to pay, in addition to the annual disciplinary fee.

Submit Annual Client Security Report

This process is used to file your annual report with the Client Security Commission and pay required fees and assessments. Under Rule 39.8(1) you are required to prepare and file a Combined Statement and Questionnaire with the Commission in the year of your admission to the bar, and every year thereafter that you have not been awarded exempt (also known as retired or inactive) status. **You must fully complete and file this form with the Commission on or before March 1st of each year. A penalty automatically is assessed and payable with respect to any report not filed with the Commission on or before March 1st.**

Changes in your personal information cannot be made directly as part of this reporting process. If changes are necessary in your personal information, you should return to the My Account Page for Lawyers and click on the "Maintain Personal Information" button to make those changes before returning to this reporting process.

The first page of the report process shows your current status as reflected on the records of the Client Security Commission. In some situations this status may be amended as part of the annual report process, and in other situations an amendment must be made by the staff at the commission office. You should read the note adjacent to the status field for further information.

The initial page in this process shows the fees and assessments you will be required to pay, based on your current status. Fees due with this report are specified in Rules 39.5 and 39.6, as follows:

Annual Fee to Support the Disciplinary System: Unless you qualify for an exemption specified in the rules, you are required to pay an annual fee of \$175.00 for support of the disciplinary system. Lawyers in full-time military service and federal or state judges are exempt from payment of the annual disciplinary fee. Judicial magistrates and administrative law judges are not exempt from payment of the annual disciplinary fee. Lawyers newly admitted by examination are exempt from the disciplinary fee for the calendar year of their admission. The obligation to pay this fee is separate and distinct from the client security assessment described in the following paragraph.

Assessment for the Client Security Trust Fund: The commission's reporting system will automatically calculate your required assessment for the Client Security Trust Fund based on your commission status and the prior assessments you have paid. In most reporting years, lawyers who previously have paid \$200 or more in assessments will not have an additional assessment to pay. Lawyers who have not previously paid a total of \$200 in assessments will have an assessment of \$25, \$50 or \$100 to pay unless specifically exempted under the rules. Lawyers newly admitted by examination are exempt from the assessment during the year of their admission and the first year thereafter. Lawyers in full-time military service are exempt from the assessment. In some years (2008 for example) a special assessment is collected regardless of a lawyer's past assessment payments. Additional information regarding the required assessment is available in Court Rule 39.6.

You must complete all portions of this report, including the questionnaire set out in Step 2 of the process. If a question is not applicable to your situation, you must so indicate by selecting the "Not Applicable" response.

You have a responsibility under Rule 39.8(1) to supplement your Combined Statement and Questionnaire with amended answers within thirty days of any change in the information indicated on this report. Supplemental reports may be filed by letter addressed to the Client Security Commission. This includes changes of address, which may be submitted using the "Maintain Personal Information" menu item on the My Account Page for Lawyers. Should you have any questions regarding the foregoing, please do not hesitate to contact the staff at the office of the Court's commissions.

If you do not practice law in Iowa and your present position does not require you to be eligible to practice law in Iowa, you may wish to apply for a Certificate of Exemption. You may apply for a certificate of exemption by returning to the My Account Page for Lawyers and selecting the appropriate menu item.

FAILURE TO FILE THIS REPORT AND PAY THE REQUIRED FEE AND PENALTY CAN RESULT IN THE SUSPENSION OF YOUR RIGHT TO PRACTICE LAW IN IOWA.

Step 1 - Submit Annual Client Security Report

Name:	PAUL H. WIECK II
Commission ID:	SS18
Client Security Status:	Government Lawyer Click here to change status

Business Address:	Address: Judicial Branch Building
	Address 2: 1111 East Court Avenue
	Address 3:
	Country: United States
	City: Des Moines
	State: Iowa
	Province:
	Zip/Postal Code: 50325 -
	Business Phone: (515) 725-8029
	Business Fax: (515) 725-8032
	Mobile Phone:

Home Address:	Address:
	Address 2:
	Address 3:
	Country: United States
	City: Des Moines
	State: Iowa
	Province:
	Zip/Postal Code: 50325 -
	Email1: paul.wieck.kii@jb.state.ia.us
	Email2:
	Admission Date: 06/18/1982
	Admission Type: Examination
	Firm Name: IOWA SUPPL. ML COURT COMMISSIONS
	Position: EXECUTIVE DIRECTOR

Fee and Assessment Due 2006

Total Assessments Paid	\$225.00
CS Disciplinary Fee	\$125.00
Total Amount Due 2006	\$125.00

Clicking [Continue] at Step 1 will bring up the screens entitled Step 2, which consist of questions regarding trust accounts, fiduciary bonds, and pro bono activities. You must answer each question in some form. In most cases an answer of no, and in one case an answer of yes, will require an explanation in the explanation window.

The questions regarding pro bono activities are optional, and may be answered with the response “Decline to Answer.”

When you are done answering the questions posed during Step 2 of the process, click the [Continue] button at the bottom of the page to proceed to Step 3. If there is an omission in your answers, the site will prompt you to resolve the omission before allowing you to continue to Step 3.

A sample of the page associated with Step 3 of the process is shown at the right.

In this step, you verify and amend your lawyer trust account information. Under Active Accounts, this page will list your current active pooled (IOLTA) trust accounts, based on your last report to the Commission.

You should review this list for accuracy, and remove any account that no longer exists. You may add a new or existing trust account not already listed under Active Accounts by clicking the [Add Account] button.

Once you are satisfied with the accuracy of the information shown on this page, click on [Continue] to proceed to Step 4.

Note: Include only your pooled (IOLTA) Trust Account(s) on this page. Trust accounts established for a single client should not be listed, nor should business or operating accounts be listed.

Step 2 - Submit Annual Client Security Report

Please answer All Questions

11. Do you keep all funds of clients for matters involving the practice of law in Iowa in separate interest-bearing trust accounts located in Iowa? Yes No Not Applicable

If no, enter explanation:

12. Are all retainers, regardless of size, (other than general retainers as defined in Court Rule 45.8) deposited in your trust account? Yes No Not Applicable

If no, enter explanation:

13. Do you or at least one lawyer of your law firm train and supervise your nonlawyer staff's involvement with your trust account? Yes No Not Applicable

If no, enter explanation:

Step 3 - Submit Annual Client Security Report

List all financial institutions in which you or your law firm maintain pooled (IOLTA) accounts in which funds of clients for matters involving the practice of law in Iowa are placed, the name of each account and the account number of each account.

Please do not list your law firm business account or operating account in response to this question. Also, please do not list non-IOLTA trust accounts (trust accounts established for the benefit of a single client) or fiduciary accounts for which you have signature authority. Your non-IOLTA trust accounts and fiduciary accounts will be audited periodically as part of the Commission's normal audit process, but need not be reported annually.

Active Accounts			
Financial Institution Name	City	Account Number	
No Records Exist			
New Accounts			
Financial Institution Name	City	Account Name	Account Number
No Records Exist			

During Step 4 of the process, you will review your submission for accuracy, and then certify the report.

Review the information shown on the page, which will be similar to the one shown to the right.

If some of the data is incorrect, you may click on the [Back] button to go to the previous page and correct the data.

If all of the following information is correct, review the certification at the bottom of page, mark the "I Agree" block and then click the [Continue] button.

After you click the "Continue" button you will be shown the fee payment page as shown at page 3 of this handout. Select the payment method you desire by checking the block to the left of your desired method and then clicking on [Continue]. You will then be guided through the payment screens for the payment method you chose.

At the conclusion of the payment process, you will be shown a payment confirmation screen, which you may print to preserve a paper confirmation of your payment.

***Tip:** Click the underlined text print this page to print a version formatted for printing.

Step 4 - Submit Annual Client Security Report

Please review the following information. If some of the data is incorrect, please click on the "Back" button to go to the previous page and correct the data. If all of the following information is correct, please click on the "Continue" button.

Name: PAUL H. VICKS II
 Commission ID:
 SSN:
 Client Security Status: Government Lawyer

Business Address:

Address 1:	Judicial Branch Building
Address 2:	1111 East Court Avenue
Address 3:	
County:	Lincoln County
City:	Des Moines
State:	Iowa
Province:	
Zip/Postal Code:	50319
Business Phone:	(515) 225-8020
Mobile Phone:	(515) 225-1111

Home Address:

Address 1:	
Address 2:	
Address 3:	
County:	United States
City:	Des Moines
State:	Iowa
Province:	
Zip/Postal Code:	50319
Home Phone:	
Mobile Phone:	

Fee and Assessment Due 2006

Total Assessments Paid	\$225.00
ICS Disciplinary Fee	\$125.00
Total Amount Due 2006	\$125.00

Do you keep all funds of clients for matters involving the practice of law in Iowa in separate interest bearing trust accounts located in Iowa? **Not Applicable**

Are all retainers, regardless of size, (other than general retainers as defined in Court Rule 45.8) deposited in your trust account? **Not Applicable**

Do you or at least one lawyer of your law firm train and supervise your nonlawyer staff's involvement with your trust account? **Not Applicable**

Are the balances of your trust account balances with bank statements balances and individual client ledger balances performed monthly? **Not Applicable**

Do you or at least one lawyer of your law firm review monthly trust account reconciliations prepared by nonlawyer staff? **Not Applicable**

Are books and records relating to funds of clients preserved for a least six years after completion of the employment to which they relate? **Not Applicable**

During 2005 to date, was your trust account ever overdrawn or were any trust account checks dishonored because of insufficient funds in the account? **Not Applicable**

Are you presently serving as a court appointed executor, conservator, or trustee? **Not Applicable**

I have you posted a bond pursuant to Court Rule 39.1 D? **Not Applicable**

The information requested in questions, 20, 21, and 22 regarding support of pro bono activities is intended to accomplish two objectives. The first objective is to compile general statistical information regarding the support Iowa lawyers provide each year for pro bono activities. The second objective is to facilitate positive recognition for those lawyers who provide significant support for pro bono activities. You are not required to answer questions 20, 21, or 22, but you are encouraged to do so to assist with the objectives noted above. If you do not want to answer these questions, select the option "Decline to Answer."

During the last calendar year, did you make a financial contribution to any organization that provides legal services to persons of limited means? **yes**

During the last calendar year, did you provide pro bono legal services to charitable organizations that were unable to afford legal services? If so, how many hours of pro bono legal services did you provide to these organizations? **yes**

25

During the last calendar year, did you provide pro bono legal services to persons of limited means who could not afford such assistance? (Please consider pro bono services you performed through an established program, as well as pro bono services you provided by direct arrangement with the client.) If so, how many hours of pro bono legal services did you provide to persons of limited means who could not afford such assistance? **yes**

50

List all financial institutions in which you or your law firm maintain pooled (IOLTA) accounts in which funds of clients for matters involving the practice of law in Iowa are placed, the name of each account and the account number of each account. Please do not list your law firm business account or operating account. Also, please do not list non-IOLTA accounts (trust accounts established for the benefit of a single client) or fiduciary accounts for which you have signature authority.

Active Accounts			
Financial Institution Name	City	Account Name	Account Number
No Records Exist			

New Accounts			
Financial Institution Name	City	Account Name	Account Number
No Records Exist			

Pursuant to Court Rule 39.10(1), I hereby authorize the Assistant Court Administrator to investigate, audit and verify all funds, securities, and other property held in trust by me, and all related accounts, safe deposit boxes and any other form of maintaining trust property as required by the Rule 32.1.15 of the Rules of Professional Conduct and chapter 45 of the Court Rules, together with deposit slips, canceled checks and all other records pertaining to transactions concerning such property. This authorization does not relate to Federal or State funds subject to Federal or State audit. If my law office is located in a state other than Iowa, this authorization relates only to matters arising from the practice of law in Iowa. I recognize my obligation to deposit trust funds received from clients for matters arising from the practice of law in Iowa in an interest bearing trust account located in Iowa.

I do hereby certify that I have read and answered completely and truthfully this statement and questionnaire.

I Agree

[Back] [Continue]